

ATTACHMENT A STATEMENT OF WORK

Statement of Work Motor Carrier Training Technical Instruction & Course Revision/Development

1.0 BACKGROUND. The Multi-Modal Safety Division, housed within Research and Innovative Technology Administration's (RITA), Transportation Safety Institute (TSI), serves as the primary training unit for the U. S. DOT Motor Carrier Safety Regulatory Compliance Courses for Federal and industry participants. These courses equip students with high performance skills needed to effectively operate, maintain, and ensure compliance with the requirements of 49 Code of Federal Regulations (CFR), Parts 380-396, for the motor carrier industry. The courses provide skills, practice and procedures necessary to prepare for compliance reviews by Federal or State enforcement representatives.

2.0 OBJECTIVE. In order to support its efforts in providing state-of-the-art training and educational opportunities to the motor carrier industry, TSI requires uniquely qualified contractors to present courses in the areas of motor carrier safety, ensuring compliance with the following parts of 49 CFR and to further revise/develop course materials in the same areas as needed due to regulatory policy changes and updates.

- Part 380 – Special Training
- Parts 382 and 40 – Alcohol and Drug Testing Requirements
- Part 383 – Commercial Driver's License Requirements
- Part 385 – Safety Fitness Procedures and SAFESTAT
- Part 387 – Minimum Levels of Financial Responsibility
- Part 390 – Applicability (General Regulations) for Motor Carrier
- Part 391 – Qualification of Drivers
- Part 393 – Parts and Accessories/Out-of-Service Criteria
- Part 395 – Hours of Service
- Part 396 – Inspection, Repair, and Maintenance
- Part 397 – Hazardous Materials Driving and Parking Rules

3.0 DEFINITIONS

- Subject Matter Expert (SME) – experts in a field of study as it relates to the Motor Carrier industry, such as Hours of Service, Commercial Drivers License, Parts and Accessories, Out of Service Criteria, DOT Drug and Alcohol Testing requirements, and all other areas listed in section 2.0.
- Hosting Agency: Federal or Non-Federal Motor Carrier agency that holds the training at their facility and are located in cities across the United States
- Host: Federal or Non-Federal Motor Carrier industry employee responsible for coordinating the training at their facility and are located in cities across the United States
- Division Manager: Federal TSI employee/on-site Mike Monroney Aeronautical Center (MMAC) or designated site
- Course Manager: Federal TSI employee/on-site MMAC or designated site
- Off-site: Course conducted for a hosting agency at a location other than MMAC

4.0 SCOPE OF WORK

The courses covered by this requirement are provided below to include course instruction, revision and development.

- U. S. DOT Motor Carrier Safety Compliance (40 hrs)
- U. S. DOT Motor Carrier Safety Compliance Hours of Service (8 hrs)
- U. S. DOT Motor Carrier CMV Periodic Inspection & Maintenance (24 hrs)

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5.0 TASKS/REQUIREMENTS

5.1 Classroom

5.1.1 Coordinate with host contact prior to and during off-site classes for classroom requirements such as access to the classroom, access to storage of materials.

5.1.2 Set up or assist the course sponsor in setting up the computer/projection system for proper display of training presentations. Must know how to configure all computer equipment (laptop, projection system, presentation remote) required for teaching.

5.1.3 Ensure all materials necessary for conducting the class are available and properly laid out for each student in the classroom at least one hour prior to class start time.

5.1.4 Provide documentation and record-keeping for courses, as identified below, the first/last day of class or within 7 days of completion of each course if off-site to the TSI Course Manager/TSI office.

- Student Roster – contractor should ensure students in class are on the student roster and provide corrected copy to RTI-30 on the first day of class in person or via fax if off-site.
- TSI will provide completion certificates and contractor will distribute to students prior to departure the last day of class.
- Student Evaluation – contractor will instruct student to complete evaluation on last day of class to evaluate instructors and course content.
- Student Exercises/Exams – contractor will facilitate student exercises/course exams and will provide correct responses prior to class dismissal.
- Contractors will return items that are not used in an off-site class – to TSI Multi-Modal Safety RTI-30 Division. Specific instructions will be provided on this procedure.

5.2 Tasks Related To Conduct Courses. The contractor shall provide personnel with necessary Motor Carrier industry expertise required to:

5.2.1 Address adult learning principles as they apply to technical training.

5.2.1 Monitor student progress through the use of hands-on/oral question and answer exercises.

5.2.2 Clarify subject matter not clear to students, prior to presentation of new materials.

5.2.3 Deliver courses using government provided training materials and ensure presentations are standardized ensuring each student receives the same information.

5.2.4 The contractor must be proficient in the use of software used in TSI course materials. Primary software used: Word, Excel, and PowerPoint.

5.2.5 Ensure classroom presentations are consistent with sponsor directives and instructions and that no discriminatory remarks concerning race, color, sex, religion, or national origin are made in the classroom.

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5.2.6 The contractor will be responsible for the prompt and accurate completion of each task identified in 5.0, 5.1, and 5.2 and all subparagraphs therein.

5.3 REVISIONS/DEVELOPMENT OF COURSE MATERIALS. The following courses listed in section 4.0 will be taught and may require revisions due to the frequent changes of 49 CFR, as it relates to the motor carrier industry, and changes in regulatory policy will require revisions/development of course materials. Therefore, it is imperative the contractor(s) stay current in all 49 CFR Motor Carrier Safety regulations as referenced in section 2.0, industry trends, or world events affecting the transportation industry.

5.3.1 Tasks Related To Revision/Development Of Course Materials. Revisions and/or development of course materials are driven by changes in 49 CFR Motor Carrier Safety regulations, industry trends and/or world events affecting the transportation industry, and will be coordinated through the COTR (Contracting Officer's Technical Representative). The contractor shall provide personnel with necessary motor carrier industry expertise required to:

5.3.2 Ensure course materials are revised with up-to-date information/Federal regulatory references and include current industry best practices, and any recommended TSI Standard Operating Procedures (SOP).

5.3.3 Ensure that all materials are consistent with information presented in the course and in the current format used by TSI for the instructor guide, student guide, presentation, group exercises, quizzes, exams, checklists, handouts.

5.3.4 Coordinate with course manager to ensure materials are on target with course objectives and questions/concerns are addressed and incorporated into standardized course materials.

5.3.5 Perform contract project management – the contractor(s) must demonstrate an ability to communicate and interact with the Contracting Officer(CO)/Contracting Officer's Technical Representative (COTR), Federal employees/management, sub-contractors, off-site course sponsors, and other instructors. TSI also considers it essential that the contractor's on-site project manager(s) has the authority to represent the contractor in dealing with the CO or COTR.

5.3.6 Revision and/or development of course materials may include: working with TSI computer support, video technology, and other state-of-art technologies in curricula and media design.

6.0 DELIVERABLES. The contractor shall provide all deliverables to the COTR in the timeframe specified in the SOW. The deliverables have been identified in sections 6 and 7 and subparagraphs therein.

6.1 Classes as taught by the contractor must conform to quality standards as identified in the SOW and to professional standards regarding the delivery of class instruction, to include but not be limited to the professional presentation of the instructor(s) and the completeness and adequacy of all training materials used in the delivery of the class. All materials presented and delivered by the instructor(s) shall be complete and in conformance with the most up-to-date applicable regulations at the time of instruction. Class instruction shall conform to the standards of content and presentation modes as prescribed by the Government to reflect a Government controlled and managed course.

6.2 Revision and Development, as performed by the contractor, must conform to all applicable professional standards relevant to the performance of revision and development tasks. Courses as revised by the contractor shall adequately, completely, and accurately reflect all relevant policies, regulations and laws as they may apply to the course subject.

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7.0 QUALIFICATIONS OF INSTRUCTORS AND REVISION/DEVELOPMENT SPECIALIST(S). Instructor personnel assigned to the SOW shall meet the following criteria:

7.1 BACKGROUND. At least fifteen years experience in supervision or project management within the motor carrier field of expertise is required. The experience can be with a Federal Motor Carrier Office, State Law Enforcement, Motor Carrier Industry, and must include experience in the following subject areas: conducting Motor Carrier compliance reviews, vehicle inspections, hours of service violations, out of service criteria in accordance with applicable 49 CFR Federal Motor Carrier Safety Regulations (FMCSR), Parts 380 thru 396, as listed in section 2.0.

7.2 Education and/or Practical Experience

7.2.1 Instructor(s) must have taught 400 hours of instruction during the past 3 calendar years delivering Motor Carrier related safety training in accordance with applicable 49 CFR Federal Motor Carrier Safety Regulation (FMCSR), Parts 380 thru 396, as listed in section 2.0., to adults as well as performing hands-on training for outdoor field exercises.

7.2.2 Teaching experience must include adult learning principles and methodologies and should include experience and a working knowledge in the following subject areas: conducting Motor Carrier compliance reviews, vehicle inspections, hours of service violations, out of service criteria, etc. in accordance with applicable 49 CFR Federal Motor Carrier Safety Regulations (FMCSR), Parts 380 thru 396, as listed in section 2.0.

7.3 Special Qualifications

7.3.1 Instructor must possess the knowledge, skills and abilities to facilitate learning in the classroom.

7.3.2 Instructor must demonstrate 3 years of experience using MS Office; MS Word, Excel and PowerPoint for course presentations, development and revision.

7.3.3 All instructors must have completed a TSI US DOT Motor Carrier Safety Compliance course before teaching a Motor Carrier Course/Seminar within the last 3 years.

7.3.4 Instructor must have the knowledge, skill and experience needed to relate practical application of course materials to real world experiences to actual classroom examples presented as "lessons learned".

7.3.5 FMCSR 49 CFR is updated quarterly and copies of the regulations will be provided to the contract personnel prior to teaching. It is the responsibility of the contractor(s) to stay abreast of the technical content of the FMCSR regulations and how they apply to the TSI course materials.

8.0 INSTRUCTOR EVALUATION

8.1 Student Evaluation. The performance of each instructor shall be evaluated through written student evaluations at the end of each class taught by a contract instructor. Evaluation instruments and/or protocols shall be provided and/or administered by TSI. A sample course evaluation form is attached.

9.0 GOVERNMENT FURNISHED RESOURCES

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9.1 TSI will provide a classroom, projector, A/V equipment, visuals needed for instructor presentations, student/instructor training manuals, and normal classroom supplies such as class rosters, tent cards, highlighters, pens, student exercises/exams, student evaluations, etc.

9.2 TSI will provide student materials in sufficient quantity to provide one for each student expected to attend each class.

9.3 TSI will provide classroom/training equipment for course revision/development workshops, if necessary.

10.0 ADMINISTRATIVE CONSIDERATIONS

11.0 TRAVEL EXPENSES: Travel and subsistence are authorized for work performed under this Statement of Work. The contractor will be reimbursed for allocable, allowable and reasonable travel expenses only at the per diem rates specified in applicable Federal travel regulations. Travel includes airline tickets at the lowest rate available and lodging, compact size rental car, and per diem. Travel time will not be reimbursed. Contractors are not eligible for the government airfare rates. Contractors are not authorized to receive first class/business class air travel reimbursement. The traveler is required to confirm class schedule and make airline reservations at a minimum of 15 days in advance of the trip to receive the lowest rate available. The Contractor must conduct a cost analysis prior to the start of travel to determine the most cost effective means of travel. Alternate airports must be used where available and within a reasonable commuting distance, if it will result in lower costs. The Contractor must summarize the travel (date and place of the expenses, purpose of the trip, name of person(s) of trip and title or relationship to contractor) and submit the information to the Contracting Officer's Technical Representative (COTR) prior to travel. In addition, the Contractor's travel expense report must be provided to the Contracting Officer's Technical Representative (COTR) at the same time the invoice is submitted for travel reimbursement.

12.0 PLACE AND PERIOD OF PERFORMANCE. Each course as described in the task section will be 1 to 5 days in length (8-40 hours) and will be held between 7:00 a.m. and 8:00 p.m. at various locations throughout the United States designated by TSI and off-site course sponsors. Specific class times and locations shall be provided to the contractor by the Government at least fifteen (15) days before each class start date.

13.0 CONDUCT

Instructor personnel may not solicit or advertise non-Government training or products for personal gain while conducting official Government training under the auspices of TSI.

14.0 PERSONNEL SUPERVISION: This contract was not formed as nor is it to be administered or performed as a personal services contract. Accordingly, the contractor shall designate appropriate and sufficient supervisory personnel to meet task outcomes. Contract supervisors will provide day-to-day supervision of all contract personnel including, but not limited to, work assignments and performance monitoring, payroll records, leave approval and monitoring, etc. At no time will contractor personnel be supervised by TSI managers or other TSI personnel. The TSI will provide, as needed by the contractor and its employees, limited assistance in the form of technical and policy guidance through the assigned COTR.

15.0 SECURITY

The contractor will be escorted at all times while at FAA facilities.



ATTACHMENT A STATEMENT OF WORK COURSE EVALUATION

Division: RTI-30	Course Title:		Course #
	Course Date:		Class #

SECTION 3.	Answer Selection: Correct = ● Incorrect = ✕ ☒ ○
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	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Name of Instructor:					
a. Was knowledgeable about the subject matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Was well prepared for each class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Explained the subject matter clearly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Encouraged student participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Answered student questions effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Name of Instructor:					
a. Was knowledgeable about the subject matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Was well prepared for each class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Explained the subject matter clearly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Encouraged student participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Answered student questions effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Name of Instructor:					
a. Was knowledgeable about the subject matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Was well prepared for each class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Explained the subject matter clearly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Encouraged student participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Answered student questions effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					